



Name of the Document:

CAREER MANAGEMENT AND BACKUP PROCEDURE

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1. PURPOSE

It aims to plan the career development processes of the employees and to determine the rotation processes and the backup process for key positions in line with the needs of the organization at Istanbul Aydın University.

2. CONTENT

It covers all administrative and academic personnel.

3. DESCRIPTIONS

4. APPLICATION

4.1. Academic Staff Career Planning Process

4.1.1. It is executed in accordance with the "Regulations for Promotion and Appointment to Faculty Membership" and "Academic Staff Assignment and Promotion Directive".

4.2. Career Planning and Management Period

4.2.1. The "Career Management Form" describes the career plan, the current career paths, the steps in these career paths and the competencies required by the personnel involved in this process.

4.2.2. Career planning is based on horizontal and vertical progress.

4.3. Conditions for Candidates for a Higher Step

4.3.1. The required competence, skills and criteria that are necessary for promotion and rotation of the employee to a higher position are specified separately in the "Performance Management System Form" based on the "Competency Dictionary".

4.3.2. The position to be promoted must be empty.

4.3.3. In addition to meeting the conditions determined for the position to be promoted, the opinion and performance score of the relevant manager in the "Performance Management System Form" regarding information, talent and other issues about the employee is absolutely taken into consideration.

4.3.4. The performance evaluation results in the current assignment should be "Successful" and / or "High Achiever" in order to be promoted.

4.3.5. S/he should not receive any disciplinary action during the year.

4.4. Promotion and Rotation

4.4.1. The relevant Department Manager submits the promotion and rotation requests to the Human Resources Directorate with the "Promotion / Rotation Form" for the appropriate employees.

4.4.2. The request for promotion and rotation is evaluated by the Human Resources Department, the relevant Department Manager, the New Department Manager and the Secretary General. It is presented to the approval of the Board of Trustees.

4.4.3. The results of the evaluation of promotional requests are notified to the relevant employees and managers by the Human Resources Department.

4.4.4. The Human Resources Directorate informs the employee about their new title and any changes in salary and personal rights, if applicable, through the "Promotion/Rotation Form." The approved "Promotion/Rotation Form" and "Promotion/Rotation Salary Approval Form" are kept in the employee's personnel file.

4.4.5. The relevant department manager, together with the Human Resources Department, explains the new job description to the employee and provides all necessary information after promotion and rotation.

4.4.6. All employees are informed about promotion and rotation by the Human Resources



Department, if the employee is in an external communication position, the relevant Department Manager informs him/her.

- 4.4.7. The relevant Departments make the necessary updates based on the information.
- 4.4.8. The Human Resources Department updates the organizational chart, job description, position, personnel information and authority levels to be effective as of the promotion and rotation date of the employee.
- 4.4.9. The way for the promotion of potential employees whose promotion is not yet eligible is determined by the "**Career Planning Form**" within the framework of the Development Plan.
- 4.5. **Backing Up**
- 4.5.1. The backup plan for the current critical positions is determined by identifying high-performing, appropriately qualified potential reserves from qualified and / or sub-staff.
- 4.5.2. Qualified and / or potential reserves are identified for network in case critical positions remain unexpectedly open.
- 4.5.3. Qualified reserves are selected from department managers and / or senior managers who have joint operations and / or job descriptions within the organization.
- 4.5.4. If there are no qualified and / or potential candidates backed up for the critical position, outsourcing is employed in the recruitment of personnel when needed.
- 4.5.5. Development program is applied to the personnel who are potential backup within the framework of "**Career Management**".
- 4.5.6. "**The Backup Form**" is prepared by selecting among the candidates evaluated within the framework of human resources management processes and organizational design.
- 4.5.7. "**The Backup Form**" is reviewed and updated on a yearly basis.

5. **Related Documents**

- 5.1. Career Management Form
- 5.2. Promotion/Rotation Form
- 5.3. Promotion/Rotation Salary Approval Form
- 5.4. Backing Up Form
- 5.5. Academic Staff Assignment and Promotion Directive
- 5.6. Competency Dictionary
- 5.7. IAU Career Planning Form
- 5.8. IAU Backing Up Form
- 5.9. Career Maps